

Senate

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Actg. Vice-President Academic

DEPARTMENTAL REVIEW

6 January, 1970.

I. Introduction

At its meeting of December 1, 1969, Senate discussed Paper S-224 and passed the following Motion:

"That the Acting Academic Vice-President, without further consultation with the Deans, bring forward to Senate a paper on Departmental Review Committees, consolidated on the basis of the papers before it, and the debate tonight"

I have done so and my recommendations follow.

IF THIS PROPOSAL IS UNACCEPTABLE TO SENATE, IT IS MY SUGGESTION THAT THEY CHARGE ME WITH PREPARING A DOCUMENT WHICH WILL INVOLVE PROPOSING AMENDMENTS TO PAPER S-224. IF SENATE TAKES THIS ACTION IT SHOULD NOTE THAT ANY RECOMMENDATIONS IT PASSES AT THAT TIME WILL BE SUBJECT TO RATIFICATION BY THE BOARD OF GOVERNORS.

II. Documentation necessary for Review

Before a review can be undertaken an Acting Department Chairman must provide written statements on the academic objectives of the Department and the administrative machinery available in the Department to meet those objectives.

## 1. Academic objectives:

- a. An outline of the present program
- b. Relation of the present program to overall policy of the Department
- c. Projected plans for growth and future goals
- d. Proposed steps to achieve these goals.

## 2. Administrative structure:

- a. A constitution or similar document relating to administrative procedures, including:
  - i. powers and responsibilities of the Chairman and Departmental Assistant.
  - ii. a list of committees, their composition and terms of reference, and an assessment of their effectiveness.

- II. 2. a.       iii. Student counselling and manner in which student grievances are taken care of.
- iv. supervision of graduate students
- v. a list of present faculty with names, final degrees earned, rank, speciality, years in service at Simon Fraser University, whether tenured or not, and an estimate of time spent on administrative duties.

III.       Procedure for Review

1. The above documentation must be provided by Departments to their respective Deans before reviews are undertaken.
2. The Deans will establish the order of review of Departments within their Faculty. Review of several Departments may be undertaken concurrently.
3. Dates for review must be set in advance.
4. a. The Faculties will select two faculty members to serve on Review Committees for each of their Departments. The manner in which these faculty members are selected is left to the discretion of the Faculty and its Dean.
- b. Under Senate ruling, these members shall not be from the Department under review but will be from within the Faculty concerned. In my view the latter phrase is unduly restrictive, and a Faculty should have the option to draw members for a Review Committee from other Faculties but subject to consent of the individual(s).
- c. When a Review Committee is proposed to Senate for ratification, the Dean shall include evidence of competence of the two faculty members in the subject area of the Department under review.
5. At the time of review, the Chairman of the Review Committee would entertain written submissions from interested individuals. These individuals may indicate whether they want their documents to be held confidential and whether they wish to make a personal appearance before the Review Committee. The Review Committee shall decide whether such appearance is needed.
6. The Review Committee will interview the Acting Department Chairman and two other members chosen by the Department. In addition the Review Committee may meet with other individuals. The proceedings of the Review Committee will be held confidential.

- III. 7. Review Committee will examine the documentation presented to it by the Department and interested individuals, and will assess the stated objectives of the Department and their successful fulfillment by the Department. It will make its report with recommendations to the President, as Chairman of Senate, and to the Department concerned in writing.
- IV. Review Committees shall not deal with:
1. the academic competence of faculty within a Department. This matter is more appropriately handled by other committees in the University.
  2. the merits of a particular academic program or course given by a Department. This matter is normally handled by Faculty Curriculum Committees and Senate.
- V. Senate reserves the right to invite the Chairman and other representatives of the Department at the time when the report of the Review Committee for that Department is discussed.

  
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